

OFFICE OF GENERAL SERVICES

## REPORT OF OPERATIONS

**RECORDED PLANS MANAGEMENT  
ADMINISTRATIVE SERVICE**

TO : Chief, General Services  
FROM : Chief, Records Management & Distribution Branch  
SUBJECT: Monthly Report of Operations for the period ending  
30 April 1953

Office of Chief  
Rcds. Mgt. Section  
Rcds. Center Section  
Mail Control Section

On Duty      Vacancies      In Process

25X1

1. No. on leave three days or more:

Records Mgt. Section-

### Mail Control Section-

Records Center Sec.-

25X1

2. No. on special detail out of office 2 . How long?

Records Mgt. Section- 1 Full Month

**Records Center Section**

Mail Control Section - 1 Full Month

3. Where: One Records Analyst to Jackson Commission.

One man in Transportation Division as full-time Courier.

4. No. pending resignation, transfer and/or reassignment:

Records Management Section - 0

**Records Management Section**

Mail Control

25x1

#### 5. Specific cases on item 4 not in previous reports

6. New applicants interviewed 6. Recruited by Personnel 5.  
Recruited by this office 1.

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## B. Administration and Problems

Records Management Section - Four sessions of the Records Management Training Program were held in April with an additional four scheduled for May. The attendance at the April sessions averaged 31. Tentative plans for additional training include; specialized courses in Form Management, Reports Management, Correspondence Management, File Classification systems and the writing of disposition schedules. Also, a series of training bulletins is being prepared which will cover the detailed procedure the Area records officers will need to know in getting their programs started. These items will be written up and reported on as Records Management Projects.

One notice regarding files standardization and another regarding standardization of files supplies are now being processed by the Regulations Control Staff.

25X1  
A disposition schedule was prepared for the "housekeeping" records of the [redacted]. The schedule has been approved by the National Archives and was submitted to Congress for approval.

Records Center Section - A final layout for the [redacted] for use as a Records Center has been decided upon. [redacted] is proceeding with obtaining the security specification from the office of I&S and in getting estimates for the necessary remodeling to the building.

25X1  
25X1

25X1  
The present Records Center is completely filled. It appears that the [redacted] will not be ready for occupancy before Oct. 1, therefore some internal arrangement will be necessary for housing material which must be transferred from office space before that time.

Mail Control Section - The courier T/O was filled for the first time this year. Releases were given 2 couriers who have had re-quests for reassignment since last January and May of 1952.

The two new mail trucks are now ready to be placed in operation as soon as the license plates are obtained and they have been inspected.

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C. PROJECT STATUS REPORT

Project 1-53 - Records Management Survey of the Office  
of the Director:

The survey report was submitted to the office  
of the DDA. Pending a reply from that office,  
no further action is contemplated.

Project 3-53 - Preparation of a comprehensive schedule  
for the disposition of fiscal records.

This project is still being delayed as the result  
of the assignment of the analysts to specialized  
training duties and work on the Branch regulations.

Project 4-53 - Record Survey of the Office of Operations  
(Project description sheet to be sub-  
mitted later)

This project is still being delayed as the result  
of the assignment of the analysts to specialized  
training duties and work on the Branch regulations.

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MONTHLY REPORT - MAIL CONTROL SECTION  
April 1953THIS MONTHTO DATE\***1. INCOMING MAIL:**

(a) Delivery by Post Office	20,094	194,657
(b) Picked up from Post Office by Courier	2,575	25,589
(c) Picked up from City by Courier	4,393	39,619
(d) Letters:		
Reviewed	7,139	58,540
Recorded		
(e) Undeliverable (Held in Mail Room)	15	151

**2. OUTGOING MAIL:**

(a) Picked up by Post Office	14,772	119,248
(b) Deposited in Post Office by Courier	9,305	111,145
(c) City Deliveries	6,947	62,524
(d) Penalty Indicia Used		
(1) CIA	3,328	25,158
(2) FBIS	7,586	57,529
(3) SSU	6	38
(e) Postage expended	3,444.93	33,356.12

**3. COURIER SERVICE:**

(a) Scheduled Trips	1,056	9,611½
(b) Special Trips - within Agency	222	1,254
(1) Delivered by foot	86	747
(2) Delivered by vehicle	130	551
(c) Other Agencies	147	1,042
(d) Trips outside area	6	45
(1) Total time	52 hrs. 20 min.	177 hrs. 35 min.

**4. FILE ACTIVITY:**

(a) Checking Courier Receipts	32	81
(1) Total Time	13 hrs. 10 min.	77 hrs 55 min.
(b) Request for Administrative Files	16	196
(1) Request Filled	12	135
(2) Request Unfilled	4	51

**5. RECRUITMENT:**

(a) Couriers	
(b) Mail Clerks	
(c) Messengers	

25X1

**6. SEPARATIONS:**

(a) Couriers	
(b) Mail Clerks	
(c) Messengers	

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\* The figures in this column will revert to 0 at the beginning of each fiscal year.

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MONTHLY REPORT - DISTRIBUTION

APRIL 1953

THIS MONTH    TO DATE \*

**1952 1953**

1. INTELLIGENCE & INFORMATION REPORTS

a. Request for Supplemental Distribution	460	338	2978
b. Intelligence Reports:			
Received ( Copies 3867 )	3203	159	7188
Distributed ( Copies 2931 )	703	831	8273
Returned ( Copies 835 )	146	712	4737
c. Information Reports			
Received ( Copies 3873 )	-	3873	24896
Distributed ( Copies 1728 )	964	1469	13016

2. ADMINISTRATIVE ISSUANCES

a. Request for Supplemental Distribution	-	69	545
b. Regulations			
(1) Initial Distribution ( Copies 4528 )	9	16	80
(2) Supplemental Distribution ( Copies 1668 )	-	1014	6756
c. Notices			
(1) Initial Distribution ( Copies 28658 )	20	20	157
(2) Supplemental Distribution ( Copies 312 )	-	25	1611
d. Other			
(1) Initial Distribution ( Copies 9944 )	1	3	23
(2) Supplemental Distribution ( Copies 200 )	-	49	453

\* The totals in the "TO DATE" column will revert to 0 at the end of each fiscal year and, starting with July 1952, will always reflect cumulative totals for the fiscal year of the report.

\*\* The July through September total of information reports received- is included in the total of Intelligence Reports received

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MONTHLY REPORT RECORDS CENTER  
**APRIL 1953**THIS MONTH      TO DATE\*

## 1. Records Storage (all figures in cubic feet)

(a) Received	127	1427.2
(b) Destroyed	5	191
(c) Storage Space: (Total)	6400	
Records	3072	
Dist. Material	3128	
Committed	200	
Available	0	

2. Records Reference

(a) Service Requests	170	1256
(b) Items on Requests	484	8123

## 3. Inter-Agency Reference Service

(a) Requests

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**MICROFILM PROJECTS**  
**APRIL 1953**

	<u>THIS MONTH</u>	<u>TO DATE</u>
<b>1. Projects Pending</b>		
a. Entire Records Group	5	=
b. Record Group Accretions	4	=
<b>2. Projects in Process and Completed</b>		
a. Entire Records Group		
(1) In Process	1	=
(2) Completed	4	50
b. Record Groups Accretions		
(1) In Process	0	=
(2) Completed	4	35
c. Images Filmed (Total)	117,295	1282,164
(1) Rotary Camera	94,651	825,880
(2) Flatbed Camera	22,644	455,384
d. Reels (100 ft.)		
(1) In Process	24	
(2) To Be Reviewed	0	
(3) Reviewed	35	912

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E. WORK IMPROVEMENT PROJECTS

Project 2-52 - Refile unbound information reports  
in properly indexed folder.

Project 98% completed. The project was temporarily halted because of a shortage of folders. The folders are now in stock and the project will be completed in the coming month.

Project 3-53 - Conversion to the revised card in the Intelligence Report inventory control file.

Project was completed.

*Completed*

APR 20 1960

DATA FILE